



TRANSPORTATION 11 – Student Transportation Fees

Date: May 5, 2014 Revised: April 26, 2017 Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

All Early Childhood Services to Grade 12 students, who do not qualify for funding by Alberta Education and are accessing transportation services in Sturgeon School Division shall pay a transportation fee as directed in Policy I/1 – Student Transportation Services.

1.1 Transportation will be available for students who meet the criteria as set out in the Guidelines 2.2 and 2.3 of Policy I/1.

1.2 Students residing closer to the school site than the distances as specified in Guidelines 2.2 and 2.3 of Policy I/1 may be provided with transportation service if space is available.

2.0 PROCESS

The Secretary Treasurer will be responsible for ensuring the collection of transportation fees is undertaken according to established guidelines.

3.0 GUIDELINES

Transportation fees for the 2017-2018 school year are:

	Regular Rate
Headstart	\$175
Pre School Enrichment Program (PEP)	\$175
Headstart and PEP (Noon Transportation)	\$275
Kindergarten Full day	\$175
Kindergarten Half day	\$275
Eligible	
Ineligible	\$275
School of Choice	\$275
Non Resident	\$360
Ineligible Family Rate	\$825
School of Choice Family Rate	\$825

Definitions:

References: *Board Policy I/1 – Student Transportation Services*



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Student – refers to any student who is unfunded by Alberta Education. In order to be considered funded the student must live over 2.4 kilometers to their designated school.

Headstart and PreSchool Enrichment Program (PEP) – any student enrolled in a Headstart or PreSchool Enrichment Program (PEP).

Kindergarten Full days – any Kindergarten student that is enrolled in a full day program or a Headstart or PEP student who is enrolled in a half day program but reside in an area where there is no noon time transportation available.

Kindergarten Half Days - any Early Childhood student that is attending Sturgeon Heights*, Morinville Public, Namao or Guthrie schools and is eligible for and resides in the noon transportation boundaries.

*Sturgeon Heights only applies to the children attending day cares that are serviced at noon time.

Ineligible - any student that resides less than 2.4 km to their designated school.

School Of Choice- any student who is attending a school other than the one designated by the established boundaries and are not enrolled in a Sturgeon School Division directed program such as: French Immersion, LOGOS, CTS or Special Education.

Non Resident- any student that lives outside of the Sturgeon School Division boundary and attends a Sturgeon school.

Family Rates- the family rate applies to families with more than three children in the same category. If your family is a blend of two or more categories the fees reflected in your Parent Portal account will be the fees for your individual family rate.

- 3.1 Fees shall be due and payable at the time of registration by online payment via the PowerSchool Parent Portal, cash or cheque.
 - 3.1.1 An administration fee will be charged for each cheque returned.
- 3.2 Any student new to the Division, will pay the regular rate or a portion of the fee, prorated on a 10 month basis.
 - 3.2.1 Any student entering the Division after March 31st of the school year will not be charged any portion of the Transportation fee.

References: *Board Policy* /1 – *Student Transportation Services*



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- 3.3 All refunds shall be determined by the Transportation Department. No refunds will be approved except for students moving out of the transportation service area, transferring to another school jurisdiction or graduating during the school year. A request in writing will be required from parent/guardian stating reason for cancellation of transportation service before refund will be granted.
- 3.3.1 A refund of Transportation fees will be determined on a prorated monthly basis.
- 3.3.2 After March 31 of the school year, Transportation fees will not be refunded.
- 3.4 Students enrolled prior to September 30th may apply for transportation services at any time during the school year. The transportation fee will be the regular rate (not prorated). Payment is due in full upon registration. Students must meet the criteria as set out in Policy I/1.
- 3.5 Any student registered for Transportation Services, whose fees have not been paid by January 31st will receive a statement of the outstanding balance, which is due immediately.
- 3.6 Any outstanding balances as of April 30th will be forwarded to a collection agency.
- 3.7 In cases of genuine hardships, the Transportation Manager, in consultation with the Principal, has the discretion to waive or make alternative payment arrangements.

References: *Board Policy I/1 – Student Transportation Services*